Department of Education

Project EASIER

TIPS FOR USING THE COURSE CLASSIFICATION HANDBOOK

November 2006

Classification Codes used when completing the Project EASIER Curriculum Worksheet

There are 10 fields that will need to be completed on the Curriculum Worksheet.

CLASSIFICATION TITLE

Classification *subject area* codes and names – <u>Table 1</u> found on page 8 *Course title* codes are reported under the classification title – <u>Appendix A Numeric and Alphabetic List of Course Codes and Titles</u>

COMMON FIELDS

Classification codes and meanings for *level* field – <u>Table 2</u> found on page 12 Classification codes and meanings for the *credit* field – <u>Table 3</u> found on page 15 Classification codes and meanings for the *sequence (Term)* field – <u>Table 4a</u> found on page 18 Classification codes and meanings for the *sequence (Year)* field – <u>Table 4b</u> found on page 20

SUBJECT FIELDS #1, #2, & #3

The subject fields are explained in some detail in tables 5 thru 17. The subject fields are also printed at the beginning of each subject field and course descriptions. The vocational subject areas share the subject fields. However each of the 14 academic subject fields has its own unique set of subject fields.

IOWA ACCREDITATION CODES

The *accreditation codes* are unique to Iowa and not found in the *Course Classification Handbook*. – Accreditation Codes

TIPS FOR USING THE COURSE CLASSIFICATION HANDBOOK

ТгР	LOCATION IN HANDBOOK
List of Subject Area Names	Page vii & viii
Numeric List of Course Codes and Titles	Appendix A, A-1 thru A-20
Alphabetic List of Course Codes and Titles	Appendix A, A-21 thru A-29
Classification Codes and meanings for the Level Fields	Page 12
Subject Field Codes	Found at the beginning of each subject area section.

SUBJECT AREA CODES

 $\label{eq:Table 1-Classification subject area codes and names.}$

SUBJECT AREA CODE	SUBJECT AREA NAME
01	Agriculture and Renewable Natural Resources
02	Business
03	Computer and Information Sciences
04	Construction Trades
05	Consumer and Homemaking Education
06	Cosmetology
07	Drafting
08	Elective Activities
09	Energy, Power, and Transportation Technologies
10	English Language and Literature
11	Fine and Performing Arts
12	Foreign Language and Literature
13	Graphic and Printing Communication
14	Health and Safety Education
15	Health Care Sciences
16	Industrial/Technology Education
17	Life and Physical Sciences
18	Marketing
19	Mass Communication
20	Mathematics
21	Military Science
22	Multi/Interdisciplinary Studies
23	Physical Education
24	Precision Metalwork
25	Public, Protective, and Social Services
26	Religious Education and Theology
27	Social Sciences and History
28	Special/Exceptional Education
29	Vocational Home Economics

These subject area codes are listed on page 8 of the *Handbook*.

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COURSE TITLE CODES

Listed below are the course titles that are listed in the *Handbook's* Table of Contents. You will need to go to the page listed to select the proper course title code to use for a particular course. Course descriptions for the various courses are found on the identified pages in the *Handbook*.

SUBJECT AREA TITLES	PAGE
Agriculture and Renewable Natural Resources	41
Business	46
Computer and Information Sciences	52
Construction Trades	
Consumer and Homemaking Education	66
Cosmetology	
Drafting	73
Elective Activities	
Energy, Power, and Transportation Technologies	82
English Language and Literature	
Fine and Performing Arts.	97
Foreign Language and Literature	108
Graphic and Printing Communication	115
Health and Safety Education	118
Health Care Sciences	121
Industrial/Technology Education	
Life and Physical Education	133
Marketing	
Mass Communication	146
Mathematics	149
Military Science	
Multi/Interdisciplinary Studies	169
Physical Education	
Precision Metalwork	
Public, Protective, and Social Services	180
Religious Education and Theology	
Social Sciences and History	
Special/Exceptional Education	
Vocational Home Economics	203

COMMON FIELDS: LEVEL FIELD

Table 2 – Classification codes and meanings for the *level* field. (These codes are found on page 12.)

LEVEL FIELD CODES	CODE MEANINGS
0	Information not collected, unavailable, or missing
1	Remedial a course offered for the improvement of any particular
	deficiency, including a deficiency in content previously taught but not
	learned.
2	Special Education – a course that adapts the curriculum, materials, or
	instruction for students identified as needing special education. This may
	include instruction for students with any of the following: autism, deaf-
	blindness, hearing impairment, mental retardation, multiple disabilities,
	orthopedic impairment, serious emotional disturbance, specific learning
	disability, speech or language impairment, traumatic brain injury, visual
	impairment, and other health impairment.
3	Basic – a course focusing primarily on skills development, including
	literacy in language, mathematics, life and physical sciences, and social
	sciences and history.
4	General – a course providing instruction (in a given subject matter area)
	that focuses primarily on general concepts for the appropriate grade level.
5	Honors – an advanced level course designed for students who have earned
	honors status according to educational requirements.
6	Gifted and talented – an advanced level course for students who have
	qualified for and enrolled in a school or district gifted and talented
	program.
7	<i>Untracked</i> – a course that is not limited to one level of instruction so as to
	meet the needs of student groups at a variety of educational levels.
8	Limited English-bilingual – a course designed for students with a language
	background other than English, and whose proficiency in English is such
	that the probability of the individual's success in an English-only
	environment is below that of a successful peer with an English language
	background.
9	Accepted as high school equivalent – a course offered at an education
	institution other than a secondary school (such as a junior high school or
	community college) through correspondence or satellite media.

COMMON FIELDS – CREDIT FIELD

Table 3 – Classification codes and meanings for the *credit* field. (These codes are found on page 15.) Local credits must be converted to Carnegie Units. (A course that meets 1 hour a day for an entire school year equals 1 Carnegie Unit.)

CREDIT FIELD CODES

CODE MEANINGS

- One-quarter Carnegie Unit
 Credit awarded for a 9-week course meeting 1 hour each school day.
- 0.50 One-half Carnegie Unit

 Credit awarded for a course lasting 1 semester and meeting 1 hour each school day.
- 1.00 One full Carnegie Unit
 Credit awarded for year-long course meeting 1 hour each school day.
- 1.50 One and one-half Carnegie Unit Credit awarded for a semester-long course meeting 3 hours each school day.
- 2.00 Two full Carnegie Units Credit awarded for a year-long course meeting 2 hours each day.
- 3.0 Three full Carnegie Units
 Credit awarded for a year-long course meeting 3 hours each school day.

NOTE: This list of options is not exhaustive; some school districts offer courses with different credit amounts than those shown above. This list shows the most common credit amounts offered by the participating school districts. Additionally, the length of a course (weeks and school days) can vary among schools.

SEQUENCE CODES (SEQUENCE AND YEAR)

Table 4a – Classification codes and meanings for the *sequence* (*Term*) field.

SEQUENCE FIELD CODES

CODE MEANINGS

Term

- O The course is not part of a multi-term sequence of courses stretching through the year(s). e.g. A semester course requiring no prerequisite nor is it required as a prerequisite. A stand-alone semester course.
- 1 First term in a multi-term sequence of courses. e.g. A first semester course-such as first semester ninth grade English.
- 2 Second term in a multi-term sequence of courses. e.g. A second semester-course such as second semester ninth grade English.
- 3 Third term in a multi-term sequence of courses. (Can be used in trimester programs.)

Codes of 4 and above might also be used, but would be unusual.

Table 4b – Classification codes and meanings for the *sequence (Year)* field.

SEQUENCE FIELD CODES

CODE MEANINGS

Year

- The course is not part of a multi-year sequence of courses. e.g. A year-long course requiring no prerequisite nor is it required as a prerequisite. A stand-alone year course.
- 1 First year of a multi-year sequence of courses. e.g. The first year course in an English sequence.
- 2 Second year of multi-year sequence of courses. The second year course in an English sequence.
- 3 Third year of multi-year sequence of courses. The third year course in an English sequence.
- 4 Fourth year of a multi-year sequence of courses. The fourth year course in an English sequence.
- 5 Fifth year of a multi-year sequence of courses.

 The use of codes greater than "4" is an unusual, but not invalid, choice. This option may be necessary when courses are part of a multi-year sequence of courses that begins before high school. Such sequential offerings may be found within foreign languages, where the first year of a foreign language may be offered in eighth grade. They may also occur for other courses as well.

ACCREDITATION CODES

The *accreditation codes* are unique to Iowa and not found in the *Course Classification Handbook*.

	Subject	CODE	
English/Lang	guage Arts		1
Fine Arts			2
Foreign Lang	guage		3
Health			4
Mathematics			5
Physical Educ	cation		6
Science			7
Social Studie	s		8
Vocational			9
Other			0